

MINUTES AND PROCEEDINGS OF A REGULAR MEETING OF THE BUTLER COUNTY BOARD OF SUPERVISORS HELD ON January 19, 2021.

With limited public access to the courthouse due to COVID-19, this meeting was held telephonically with the public able to participate on a limited basis. This complies with Iowa Code section 21.8 that outlines the guidelines to hold an electronic meeting when there are valid concerns that an in-person meeting is "impossible or impractical".

Meeting called to order at 9:00 a.m. by Chairman Greg Barnett with members Rusty Eddy and Tom Heidenwirth present.

Moved by Eddy, second by Heidenwirth to approve today's agenda as presented. All ayes. Motion carried.

Minutes of the previous meeting were read. Moved by Heidenwirth, second by Eddy to approve as read. All ayes. Motion carried.

During public comment Heidenwirth asked vaccine questions regarding who and when people are getting the vaccine. Johnson and Showalter explained the vaccine is being allocated and distributed through priority groups. Heidenwirth expressed concern with the state's method of allocating the vaccine and why we are behind other states.

Due to Jennifer Becker not being available, moved by Barnett, second by Eddy to table Jennifer Becker's agenda item to the following week. All ayes. Motion carried.

Moved by Barnett, second by Eddy to set February 2, 2021 at 9:00 A.M. as the date and time for a public hearing on Bass Minor Plat located in the W $\frac{1}{2}$ NW $\frac{1}{4}$ of Section 12, Township 90N, Range 16W. All ayes. Motion carried.

Chris Showalter shared that department heads met regarding the glass windows bids and the concensus was to use Z&Z Glass. Showalter explained Z&Z Glass will adjust the design to include an 8" gap across the bottom to help with air flow and change to 6" speaker holes. Z&Z Glass felt the differences in design from the original quote will be minimal. Showalter also explained Z&Z Glass could not cut our additional speakers at a later day and Treasurer Vicki Schoneman expressed interest to include a third speak hole at her counter. Showalter informed everyone that Z&Z Glass would be back for final measures and would discuss those details at that time. Eddy asked about budget funds to pay for the glass windows and Auditor Leslie Groen suggested using funds in the courthouse, permanent improvements budget and confirmed adequate funds are available. Sheriff Jason Johnson also suggested using funds from the courthouse security budget they have available due to a security camera project being put on hold. Eddy asked Johnson if the courthouse security budget could cover the entire amount. Johnson confirmed the budget could cover it and explained the money generated for that budget comes from room and board at the jail and not from the general basic fund. Schoneman confirmed the balance of that fund was \$90,657.39 on the Treasurer's semiannual report and Groen confirmed the courthouse permanent improvement budget also has available funds to cover the cost of the windows. Eddy asked Johnson about the security cameras for a project this year, but that project has not moved forward yet. Barnett asked about checking for local bids and Showalter confirmed local construction companies were notified but do not have the specific means to complete this project where Z&Z Glass specializes in glass. Showalter confirms the time frame will be 4-6 weeks and if approved Showalter will contact them for final measurements and design details. Moved by Heidenwirth, second by Barnett to approve contract bid from Z&Z Glass for \$8600. All ayes. Motion carried.

Board of Supervisors reviewed semi-annual report while the Treasurer provided the following end balances as December 31, 2020: county funds - \$9,608,182.53, and agency funds - \$2,032,382.60.

Barnett read the resignation letter from Butler County Treasurer, Vicki Schoneman, and room recognized Schoneman's 46 years of service on the Treasurer's office. Schoneman's letter recommends appointing Roxanne Nicolaus as Butler County Treasurer and Eddy confirmed with Schoneman that her term would be up at the end of 2022. Discussions were held regarding the appointment process in which the appointment will be published with the opportunity for the public to petition for an election. Sara Trepp commented that Roxanne Nicolaus has training in all the Treasurer's departments and would be a very good candidate for the position. Eddy asked Auditor Leslie Groen to have the appointment on the agenda closer to Schoneman's retirement date in early March 2021. Moved by Eddy, second by Heidenwirth to accept Treasurer's letter of resignation.

Mike Miner, along with Kelly Harken and Fern Feldman from the Conservation Board, were present to discuss the Conservation budget. Miner provided the Butler County Conservation Board's report which indicates their general fund budget will be down approximately \$2,100 and the Reserve Accounts will be down approximately \$118,000. Miner provided details regarding the new nature center construction this year with some remaining expenses into 2022, and the shop construction that will also be underway beginning in 2021 and into 2022. Miner summarized the REAP funds, upcoming projects, proposed salaries and no additional questions were asked. Miner also discussed the revenue side being down because the grant money will be used this spring for the nature center vs spring 2022 and at this time state funding for conservation has been put on hold. Miner also shared camping fees were up substantially because due to COVID many more people were camping, using the bike trail and kayaking. They are looking at expanding parking spaces in wooded areas to accommodate more people that are anticipated to be back again this year.

Sheriff Johnson was available to discuss his budget and summarized by providing the difference in salary increases, based on the 3.00% increase, would be \$52746 and he went through some equipment expenses. Johnson explained he budgets two cars per year and all the equipment that goes with that, but they always hope not to spend it by continuing to use existing cars and reusing equipment whenever possible. Sheriff discusses the E911 project will involve a temporary move of the dispatch center to a secondary dispatch area in the emergency management building. Sherriff explained it is necessary to do a radio upgrade moving over to the state's radio system with this project budgeted through E911. Johnson hopes project can begin in July and last a couple of months. Johnson explained his budget's revenue side is down due to COVID cancelling county

events where incidents take place resulting in less people in jail. Johnson explained the county enforcement surcharge line in the revenue has been removed because legislators made changes and now we will get a percentage of all the citations written in the county so that number will change in the future.

Engineer John Riherd was available and summarized his budget will have slightly less spending this coming year after considering the upcoming budget amendment. He anticipates less spending and trimming in different areas, but that the rock budget is up. On the revenue side, Riherd is seeking the same dollars as he did this past year. Road use tax is projected at least stable or up approximately \$50,000 and budgeted \$3.6 million this coming year through anticipated car travel and car purchases and also projected continued growth in local option sales tax revenue. Eddy asked Riherd to confirm gravel budget increase from \$1.2 to \$1.3 million and Riherd explained doing contract hauls vs. our own hauls this spring but still anticipating future contract hauls in FY22. Riherd asked for a future Urban Renewal conversation with current projects and how we get those projects to continue.

County Attorney Dave Kuehner began his budget review by explaining it is difficult to determine his budget this soon because he is continuing to go through bills to figure out what everything is for. Kuehner mentioned there is a law library item that he feels many expenses can be cut out. Kuehner also proposed not renewing the county attorney collections contract in June and he would like to see if that can be handled in-house.

Discussions were held regarding that contract, what is was used for, the renewal date, and how often we utilize this service. The consensus is that if we can continue that service in-house then it may be a good time to discontinue that contract which would free up \$15,000 of his budget. Kuehner shared that the Compensation Board will plan to reconvene to discuss the Butler County Attorney salary since we are not filling the Assistant County Attorney position.

Treasurer Schoneman explained her budget expense changes are mainly for salary and insurance increases. Schoneman also provided some past revenue figures and reiterated the revenue her department brings in pays for four of her employees. Eddy asked about hiring another employee after her retirement and Schoneman confirmed she has a plan in place to post and hire an employee to have in place before her retirement.

Recorder Janice Jacobs summarized that she does not have any major changes or projects anticipated in her FY22 budget. The only changes she has anticipated are salaries and insurance. Barnett asked about a past imaging project and Jacobs confirmed that project is completed and being utilized by more entities than she was even aware of. Jacobs confirmed COVID did not slow down their recording and they are over 800 documents ahead of the previous year but that she has good employees and they were able to keep up.

Sara Trepp was available to discuss her budget and pointed out a one-time expenditure which is to upgrade all the network switches. The switches are going to be over nine years old and support is going away at the end of 2021. After taking out that one-time expenditure, Trepp stated the remainder of her budget has decreased by about \$24000. Barnett has asked if the dispatch upgrades are part of the IT budget and Johnson explained that is through E911 budget. Trepp did explain workstations, monitors, and server will need to be replaced, but those upgrades will also come out of the E911 budget and the equipment move will not affect her budget. Trepp also explained the new switches will increase our network speed to utilize the 10 GB fiber we already have installed. Eddy asked details regarding the current equipment budget, one-time expenditure amount and our IT systems.

Auditor Leslie Groen along with Finance Deputy Mindy Pecha were available to discuss the Auditor budgets. Groen explained she was going to have Pecha do most of the talking because Pecha is most familiar with the expenses and revenues surrounding the Auditor's budgets. Groen also took a moment to explain without Pecha's help today's budgeting conversations or budget books would not have been possible. Discussions were held for the following budgets:

Supervisor - Pecha explained the only changes included taking out the budget clerk expense and there was a change in health insurance. Barnett asked about board proceedings expenses remaining the same after last year's increases and Pecha felt they could remain the same.

Auditor – Pecha shared that the only changes were for salaries increases and a decrease in health insurance with an employee change.

Elections - Pecha confirmed that budget anticipated Mary Brouwer staying on as Elections Deputy. Eddy asked what the approximate cost would be if we had a special election for Treasurer. Pecha explained that would come out of the current FY21 budget and an accurate estimate will come from Mary Brouwer by next week.

Courthouse – Pecha explained the first expense was the flyover cost in 2020 so that was changed to zero in the FY22 budget. Michelle Shultz confirmed the flyover was completed. Pecha also explained the permanent improvements was reduced from \$80,000 in FY21 to \$25,000 for FY22. Discussions were held to determine what the \$80,000 was budgeted for and included talks about the Resource Center improvements, driveway and parking lot repairs, and painting DHS hallways.

Public Health - Barnett spoke about the Public Health department budget. Barnett has been asking Public Health Director, Jennifer Becker, to hire an additional nurse because they have been very busy, even prior to COVID. Becker has recently agreed to replace a nurse and hire an additional nurse which is reflected in her budget.

Barnett confirmed the Butler County Fair Board asking is for \$22,500 and Pecha explained how that is being paid out.

District Court - Pecha explained Kuehner has reduced the FY22 expenses in the library services of the District Court budget.

General Services - Pecha clarified expenses in the General Services. The detention center was moved to county services so it could be managed through county services. NEI3A submitted a request for \$10,000 and in the past we have given \$1000. Auditor will reach out to NEI3A and Visions of Well Being to attend next week's board meeting to discuss their funding requests. Sheriff Johnson mentioned they frequently utilize the Crisis Intervention Service and Eddy provided an additional explanation regarding the history and services they provide. The board confirmed to budget \$500 for Crisis Intervention Service.

Revolving Loan Fund - Pecha explained the fund should have been brought to zero, but that has not been completed. Pecha reached out to Jeff Kolb and he has requested those funds. Pecha explained how the remaining funds and interest will be dispersed to Butler/Grundy Development Alliance.

Non-departmental - Pecha explained each line item in the non-departmental budget. Pecha stated the permanent improvements budget FY21 budget is at \$100,000 and she asked if they felt that was for the Resource Center. Barnett will look into that project to determine the next step but Barnett feels we can bring that down for FY22. The fund transfer between General Basic and Public Health was included in the budget last year but was not included in past year so it has been changed to zero for FY22. Additional discussions were held regarding the increased Public Health budget for salaries and lost revenue from grant money and Barnett will get figures from Jennifer to get an accurate picture of where we are at. Additional discussions were held regarding inaccurate line items entries in last year's budget that have been corrected. Riherd explained other Capital Projects in Secondary Roads and those items will be discussed at the future Urban Renewal meeting. Barnett and Eddy asked for bond schedules and Pecha will get those ready for them.

At the end of the budget discussion Eddy reiterated his goal is to get the levy to decrease from last year. Pecha explained she needs firm numbers from the board numbers before we can even move forward with calculating a levy and she pointed out a few areas that she still needs firm numbers, including the funding requests. Eddy suggested we may even need to relook at those funding requests such as the Butler County Fair Board to determine if we need to adjust what gets budgeted for them.

Moved by Eddy, second by Heidenwirth to approve claims. All ayes. Motion carried.

Board acknowledged receipt of Manure Management Plan Annual Update Short Form for David J Muth Sr.

Moved by Barnett, second by Eddy to adjourn the meeting at 11:22 A.M. to Tuesday, January 26, 2021 at 9:00 A.M. Motion carried.

The above and foregoing is a true and correct copy of the minutes and proceedings of a regular adjourned meeting of the Board of Supervisors of Butler County, Iowa on January 19, 2021.

Attest:

Butler County Auditor

Chairman of the Board of Supervisors